

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB04-40

Date: September 16, 2004
Expiration Date: 6/30/05
69:136:lh:8645

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RELEASE OF NEW FINANCIAL REPORTS

The purpose of this bulletin is to inform all subrecipients of Workforce Investment Act (WIA) funding of changes to the financial reports. Samples of these forms are included as attachments for informational purposes only and are not to be used.

The first form (*Attachment 1*) is a revised version of the "WIA Summary of Expenditures" report used in the past to report expenditures for WIA formula funds (except youth), National Emergency Grants, any Special Grants and all projects funded from the 15 percent and 25 percent accounts. This latest modification enables the reporting of training payments and training services as identified in Sections V, and VI of the modified report.

The second form (*Attachment 2*) was developed to report Rapid Response *required* and *allowable* activities. Last year, funds were provided in separate grant codes for required versus allowable Rapid Response activities. This year, Local Workforce Investment Areas have the flexibility of using one grant code and expending the funds as locally determined between required and allowable Rapid Response activities. This form is only used when reporting financial information for grant codes 525, 526, 540, and 541.

Beginning with the September 30, 2004, report quarter, these two forms will be available in the Job Training Automation (JTA) system. The WIA Directive WIAD03-8, "Quarterly and Monthly Financial Reporting Requirements," is being updated with the new information on the two reports and is scheduled for release prior to the September 2004 quarterly report period. Updates to the directive will include the modified/new reporting forms along with line item instructions and definitions.

Commencing with the October 2004, monthly report period (filings on November 20, 2004), these modified/new reports must also be used when filing monthly financial data. Any subrecipient without access to the JTA system will be able to obtain the forms through the attachments included with the updated directive.

If you have questions on the financial reports, please contact Marie Gastelum at (916) 653-0521 or Martha Overman at (916) 657-2744, both of the Financial Management Unit, or your assigned Regional Advisor/Program Manager. For JTA questions please contract the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments

Subgrantee Code: Grant Code: Grant Term:	Report Type: Title I/Project Name Report Period:		
I. SUBGRANT INFORMATION			
1. Year of Appropriation			
2. Report Revision Number			
3. Subgrant/Contract Number			
4. Subgrant Term From:			
To:			
5. Total Allotment	\$		
6. Closeout Report (N/C)			
II. TOTAL EXPENDITURES (Admin + Program)	\$		
III. ADMINISTRATIVE EXPENDITURES			
1. Administrative Cash Expenditures	\$		
2. Administrative Accrued Expenditures	\$		
3. TOTAL ADMINISTRATIVE EXPENDITURES	\$		
IV. OTHER REPORTABLE ITEMS (ADMIN)			
1. Non-Fed Supp (Stand-in)	\$		
2. Unliquidated Obligations	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
V. CUMULATIVE EXPENDITURES (PROGRAM)			
	Cash	Accrued	Total
	Expenditures	Expenditures	Expenditures
1. Core Self Services			\$
2. Core Reg Services			\$
3. Intensive Services			\$
4. Training Services			\$
A. Training Payments			\$
B. Other Training Services			\$
5. Other			\$
6. TOTAL PROGRAM EXPENDITURES	\$	\$	\$
VI. OTHER REPORTABLE ITEMS (PROGRAM)			
1. Non-Fed Supp (Stand-in)			\$
2. Unliquidated Obligations			\$
A. Unliquidated Obligations-Core/Intensive Services			\$
B. Unliquidated Obligations-Training Payments/Services			\$
C. Unliquidated Obligations-Other			\$
3. Program Income Earned			\$
4. Program Income Expended			\$
VII. COMMENTS			
VIII. CERTIFICATION			
1. Name	2. Title	3. Phone Number	
4. Contact Name	5. Contact	6. Phone Number	7. Date Submitted

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5. Total Allotment	\$		
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II. TOTAL EXPENDITURES (Admin + Program)	\$		
III. ADMINISTRATIVE EXPENDITURES			
1. Administrative Cash Expenditures	\$		
2. Administrative Accrued Expenditures	\$		
3. TOTAL ADMINISTRATIVE EXPENDITURES	\$		
IV. OTHER REPORTABLE ITEMS (ADMIN)			
1. Non-Fed Supp (Stand-in)	\$		
2. Unliquidated Obligations	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
V. CUMULATIVE EXPENDITURES (PROGRAM)			
	Cash	Accrued	Total
	Expenditures	Expenditures	Expenditures
1. 25% Rapid Response Required Activities	\$	\$	\$
2. 25% Rapid Response Allowable Activities	\$	\$	\$
3. TOTAL PROGRAM EXPENDITURES	\$	\$	\$
VI. OTHER REPORTABLE ITEMS (PROGRAM)			
1. Non-Fed Supp (Stand-in)			\$
2. Unliquidated Obligations			\$
a. Unliquidated Obligations for 25% RR Required Activities			\$
b. Unliquidated Obligations for 25% RR Allowable Activities			\$
3. Program Income Earned			\$
4. Program Income Expended			\$
VII. COMMENTS			
VIII. CERTIFICATION			
1. Name	2. Title	3. Phone Number	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted